

REQUEST FOR RECORDS RETENTION SCHEDULE
To Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 345
PAGE
NO. 1

1. Requesting Agency

EMPLOYEES' RETIREMENT SYSTEM

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>MINUTES</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1941 - - Quantity: 4 volumes (1 cubic foot) File Arrangement: Chronological</p> <p>The minutes summarize the actions and decisions of the Board of Trustees of the Employees' Retirement System. Lists of applicants for retirement, approvals of expenditures, approvals of claims and proofs of death (including the amounts of death benefits and accumulated contributions), and lists of individuals retiring are recorded.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	APPROVED HALL OF RECORDS COMMISSION
2.	<p><u>ENROLLMENT FILE</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1941 - - Quantity: 39 drawers (70 cubic feet) File Arrangement: Numerical by enrollment number Annual Accumulation: 3 cubic feet (est.) Index: See Item 8</p> <p>This file is maintained for all active members of the Employees' Retirement System. It includes the initial enrollment form together with any other records which may accumulate during a</p>	

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/13/1959
Date

Archivist

APR 15
Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 345Hall of Records
CommissionPAGE 2,
NO.

5. Description of Records

4.
Item
b.

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6. Recommendation
of Hall of Records
and Board of Public
Works.

member's period of active membership. When a member withdraws from the Retirement System his Enrollment Card is removed from this file and transferred to the Withdrawn Accounts File (Item 5). Specifically, the records in the Enrollment File include:

ERS-1 Enrollment Card

Election Form No. 3A - notification of desire to contribute at increased rate

Computation of increase percentage rate

Change of beneficiary form

Form letters - acknowledgments, transmittals, etc.

RECOMMENDATION: RETAIN UNTIL MEMBER WITHDRAWS. THEN TRANSFER CARDS TO THE WITHDRAWN ACCOUNTS FILE (Item 5).

3. ANNUITY SAVINGS ACCOUNT CARDS (ACTIVE ACCOUNTS)

Size: 9" x 5"

Dates: 1941 - -

Quantity: 27 drawers (54 cubic feet)

File Arrangement: Numerical by enrollment number

Annual Accumulation: 4 cubic feet (est.)

Audit: State

Index: See Item 8

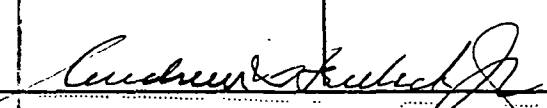
Annuity Savings Account Cards for actively enrolled and retired members are held in this file. The cards pertaining to an individual member's account are filed together in chronological order according to year. A single card records the member's account number, name, department, sex, and percentage rate of contribution. The card carries the following information for each month for which an entry is made: the member's annual salary, the date, the amount of monthly contribution, withdrawals (if any), and the month to date balance. At the bottom of the card is shown the total balance carried forward from previous contributions, the interest on the previous balance, interest on the year's contributions, and the total interest. Cards for withdrawn members are removed and filed in the Withdrawn Accounts File (Item 5).

A. RECOMMENDATION: RETAIN UNTIL MEMBER WITHDRAWS. THEN TRANSFER CARDS TO WITHDRAWN ACCOUNTS FILE (Item 5).

B. RECOMMENDATION: RETAIN UNTIL MEMBER RETIRES. THEN TRANSFER CARDS TO THE RETIRED MEMBERS FILE (Item 6).

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APR 15 1959


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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 345PAGE
NO. 3.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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4. HISTORY CARD FILE

Size: 8½" x 11"

Dates: 1941 - -

Quantity: 14 drawers (28 cubic feet)

File Arrangement: Numerical by enrollment number

Annual Accumulation: 2 cubic feet (est.)

Audit: State

Index: See Item 8

This file contains an Annual Account Card of Accumulated Contributions for each actively enrolled or retired member. When members withdraw from the Retirement System, their account cards are removed from this file and transferred to the Withdrawn Accounts File (Item 5). Machine postings are made yearly in order to bring each member's account up-to-date. Each card carries a member's active number, name, birthdate, withdrawn number (if withdrawn), department, entrance date, and retirement number (if retired). The information which is posted each year includes: the rate of annual compensation, date, contribution for the year, interest, withdrawals, account balance to date, and remarks.

RECOMMENDATION: RETAIN UNTIL MEMBER WITHDRAWS. THEN TRANSFER CARDS TO THE WITHDRAWN ACCOUNTS FILE (Item 5)

5. WITHDRAWN ACCOUNTS FILE

8½" x 11"

Dates: 1941 - -

Quantity: 66 transfiles (118 cubic feet) - withdrawn thru October 1956

4 file drawers (8 cubic feet) - withdrawn since October 1956

(Total, 126 cubic feet)

Annual Accumulation: 6 cubic feet

Audit: State

Index: See Item 8

Whenever a member withdraws from active membership in the Employees Retirement System, his records are filed in this file with other Withdrawn accounts. All records pertaining to an individual member are clipped together prior to filing. These records include:

ERS-1 - Enrollment Card

ERS-13 - Application of Member for Return of Accumulated Contributions

Correspondence relating to withdrawal procedure

Annuity Savings Cards - one for each year of member's service

Annual Account Card (History Card) - summarizes member's service

Records of members withdrawn during the most recent two-year period

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1941 - 1956

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO. 345PAGE
NO. 4.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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are filed separately from the bulk of the file. This procedure facilitates the re-activation of a withdrawn member's account if the member re-applies for membership within a two-year period following the date of his withdrawal.

RECOMMENDATION: RETAIN PERMANENTLY. RETAIN IN DEPARTMENTAL OFFICES FOR TWO YEARS AFTER DATE OF WITHDRAWAL; THEN TRANSFER TO STATE RECORD CENTER.

6. RETIRED MEMBERS FILE

Size: 8½" x 11"

Dates: 1941 - -

Quantity: 11 drawers (20 cubic feet)

File Arrangement: Numerical by retirement number

Annual Accumulation: 1 cubic foot

Index: See Item 8

This file contains the records of members who are on retirement status. These records accumulate after a member has retired from active service. Specifically, the records which may occur in an individual's file are:

ERS 8-9-41--500	Application for Service Retirement
ERS-4	Certificate of Service Claims
ERS - 15	Notice of Retirement on Regular Allowance
	Statement of Service
	Report of Retirement System Secretary (computation of service and retirement allowance)
	Report of Actuary
	Computation of proportionate amount of last check due beneficiary of deceased pensioner
	Correspondence received - changes of address, notification of death, etc.
	Outgoing correspondence - sympathy letters, transmittals, acknowledgments

RECOMMENDATION: RETAIN IN DEPARTMENTAL OFFICES UNTIL THE DEATH OF MEMBER OR MEMBER'S SURVIVOR AND UNTIL AUDITED. THEN TRANSFER TO STATE RECORD CENTER AND RETAIN FOR TWENTY ADDITIONAL YEARS.

7. REGISTRATION BOOKS

Size: 12" x 13" x 1"

Dates: 1941 - -

Quantity: active, 14 volumes; withdrawn, 9 volumes
(Total, 23 volumes, 2 cubic feet)

File Arrangement: Separate series for active and withdrawn, numerical within each series

Annual Accumulation: 2 volumes (est.)

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Andrew H. [Signature]

S. I. TANK

1941-1958
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Below G
10 yrs.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 345

PAGE NO. 5.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period	6. Recommendation of Hall of Records and Board of Public Works.
8.	<p>Registers of both active and withdrawn members are maintained by the Employees' Retirement System. As members are enrolled in the Retirement System they are assigned a membership number in consecutive numerical order. As members withdraw from the System, they are assigned a withdrawal number in consecutive numerical order.</p> <p>The Register of Active Members lists each member's active number, surname and given name, middle initial, date of birth, date of membership, date of withdrawal (if applicable), cause of withdrawal, and the withdrawal number.</p> <p>The Register of Withdrawn Members lists the member's withdrawal number, active number, surname and given name, middle initial, date of birth, date of membership, date of withdrawal, and cause of withdrawal.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>INDEXES TO MEMBERSHIP RECORDS</u></p> <p>Dates: 1941 - - Quantity: 18 Kardex cabinets, 17 drawers, 1 notebook (2 cubic feet) File Arrangement: Alphabetical by surname of member</p> <p>This item includes the indexes to all membership records. The various indexes, differing primarily in form, consist of the following: Visible panel-type strip index (for members withdrawn or deceased) prior to 1950; Kardex visible index (for active members) showing active member's name, departmental code designation, retirement number (if retired) and the enrollment number; card index (for withdrawn members) containing cards which have been removed from the Kardex visible index; and a notebook-type index into which are entered from the cards the withdrawn member's name, department code designation, whether deceased or retired, the retirement number (if retired), and the membership number. The notebook includes a photostatic copy of the strip index. The recommendation below applies only to the Kardex cards for active members and the notebook-type index for withdrawn members. All other indexes may be considered non-record within the meaning of the statute governing non-record material (Art. 41, Section 179, Annotated Code of Maryland, 1957 Edition).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
9.	<p><u>NON-ELECTION CERTIFICATES</u></p> <p>Form No.: ERS 3 Size: 3" x 5" Dates: 1941 - - Quantity: 2 drawers (less than $\frac{1}{2}$ cubic foot) File Arrangement: State and county employees; alphabetical by name of employee; municipal, by city and alphabetical therein by name of employee</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>APR 15 1959</p> <p><i>Andrew Strickland</i> SECRETARY</p>

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4.
Item
No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

This file contains a certificate for each State, county, or municipal employee who waived claim to prior service benefits and chose not to belong to the Employees' Retirement System.

RECOMMENDATION: RETAIN PERMANENTLY.

10. GENERAL CORRESPONDENCE

Size : 8½" x 11"
Dates: 1941 - -
Quantity: 4 drawers (7 cubic feet)
File Arrangement: Numerical by agency code number
Annual Accumulation: Less than ½ cubic foot

This file, containing correspondence with State agencies, county offices, and various municipalities, relates to the administration of the Employees' Retirement System. Correspondence concerned with the maintenance of individual accounts within the Retirement System is filed with individual membership records.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

11. GENERAL FILE

Size: 8½" x 11"
Dates: 1941 - -
Quantity: 4 drawers (7 cubic feet)
File Arrangement: Alphabetical by subject or type of record
Annual Accumulation: Less than 1 cubic foot

This file relates to the internal administration of the Retirement System. Material in the file includes opinions of the Attorney General, rulings and resolutions by the Board of Trustees, copies of bulletins issued, financial statements, and valuation reports.

A. RECOMMENDATION: RETAIN PERMANENTLY OPINIONS OF ATTORNEY GENERAL, BOARD RULINGS AND RESOLUTIONS, AND OTHER RECORDS WHICH SET FORTH POLICIES AND PRECEDENTS.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

RETIREMENT SYSTEMS

The Item below governs the accounting records of all retirement systems, (Employees', Teachers', and State Police)

12. ACCOUNTING RECORDS

Dates: 1927 - -
Quantity: 15 cubic feet (est.)
File Arrangement: Chronological
Annual Accumulation: 2 cubic feet (est.)
Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry. Permanent books of account to be retained permanently, including books maintained for both the administrative accounts and the various funds administered under the Retirement Systems, are: General Ledgers, Cash Receipt and Disbursement Books, Bond Registers, Journals; Division of Social Security Journal; State Police Pension Fund Journal (carrying accounts of persons who did not transfer membership to the newer Police Retirement System). Specifically, the supporting records are:

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 345

PAGE NO. 7.

4. Item 5. Description of Records
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6. Recommendation of Hall of Records and Board of Public Works.

CONTROLLER OF THE TREASURY

Form No.Title

Memorandum of Adjustment
E-1-S Distribution of Charges
E-1 and E- $\frac{1}{2}$ Transmittal
DD-1 Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited
Distribution of Unexpended and Obligated Balances
Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A Requisition for Supplies
47-A Purchase Order
100-16 Out-of-Schedule Requisition for Supplies
39-A and 40-A Stores Requisition
CF-2 Copy of Contract Awarded
CF-1 Capital Fund Requisition for Equipment
100/24 Actual Emergency Purchase Report
27-A Copy of Contract Awarded
CF-3 Copy of Contract Awarded
Delivery Invoice
26-A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2, Budget Schedule Amendment Sheet
B.P. Inv. R101 Report of Fixed Assets (annual)
B.P. Inv. R102 Report of Materials and Supplies (annual)
B.P. Inv. 6 Report of Materials and Supplies (annual)
BB-40 Request for Position Action
Budget form
Nos. 1 thru 11 Budget Estimates Fiscal Year (13 pages including farm statement)

Others

Bills to municipalities (covering share of retirement and administrative costs)
Bills to political subdivisions (covering administrative costs)
Check stub books
Vendor's invoices

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 345

PAGE NO. 8

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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13. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.
- PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).
- PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).
- PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).
- PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).
- RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).
- TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

14. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

15. LEAVE RECORDS

File includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

(cont)

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Carroll H. Hurlburt
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 345

PAGE NO. 19.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Leave applications
Doctors' Certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER
IS LATER, AND THEN DESTROY.

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Andrew H. ...
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